

CORNELL UNIVERSITY OFFICIAL PUBLICATION
VOLUME 31 : FEBRUARY 1, 1940 : NUMBER 12

General Information Number for 1940-41



This edition of the General Information Number
supersedes all editions of earlier date

The University Calendar for 1940-41

1940

FIRST TERM

- Sept. 16, *Monday*, Entrance examinations begin.
Sept. 23, *Monday*, Registration and assignment, new students.
Sept. 24, *Tuesday*, Registration and assignment, old students.
Sept. 26, *Thursday*, Instruction begins at 8 A.M.
Oct. 17, *Thursday*, Last day for the payment of tuition for the first term.
Nov. 20, *Wednesday*, Instruction suspended at 4 P.M.

(Thanksgiving Recess)

- Nov. 25, *Monday*, Instruction resumed at 8 A.M.
Dec. 21, *Saturday*, Instruction suspended at 12:50 P.M.

1941

(Christmas Recess)

- Jan. 6, *Monday*, Instruction resumed at 8 A.M.
Jan. 11, *Saturday*, Founder's Day.
Jan. 27, *Monday*, Final examinations begin.
Feb. 5, *Wednesday*, Final examinations end.
Feb. 6, *Thursday*, A holiday.

SECOND TERM

- Feb. 7, *Friday*, Registration of all students.
Feb. 10, *Monday*, Instruction begins at 8 A.M.
March 3, *Monday*, Last day for the payment of tuition for the second term.
March 29, *Saturday*, Instruction suspended at 12:50 P. M.

(Spring Recess)

- April 7, *Monday*, Instruction resumed at 8 A.M.
May —, *Saturday*, Spring Day: a holiday.
June 2, *Monday*, Final examinations begin.
June 10, *Tuesday*, Final examinations end.
June 16, *Monday*, COMMENCEMENT.

CORNELL UNIVERSITY OFFICIAL PUBLICATION

PUBLISHED BY CORNELL UNIVERSITY AT ITHACA, N. Y.

Monthly in September, October, and November
Semi-monthly, December to August inclusive

[Entered as second-class matter, December 14, 1916, at the post office at Ithaca, New York, under the act of August 24, 1912]

Cornell University

ITS COLLEGES

AND SCHOOLS CORNELL UNIVERSITY was incorporated by the Legislature of the State of New York on April 27, 1865, and was opened on October 7, 1868. Its existence is due to the combined wisdom and bounty of the United States, the State of New York, and Ezra Cornell. It is one of the institutions which share in the benefits of the Federal government's educational land grant of 1862. Most of its endowment, however, has come from private benefactors, of whom Ezra Cornell was the first and the chief. Three of its colleges, designated by name below, are supported by annual appropriation of the State of New York but are under the University's administration.

Every student of Cornell University during the regular session is enrolled in one or another of several colleges and schools, as follows:

The College of Arts and Sciences, whose regular course of study leads to the degree of Bachelor of Arts.

The College of Architecture, in which a student may earn the bachelor's degree in Architecture, Landscape Architecture, or Fine Arts.

The College of Engineering, composed of four Schools, those of Civil, Mechanical, Electrical, and Chemical Engineering, whose regular courses of study lead to bachelors' degrees corresponding in name with the names of the respective schools and also to the degree of Bachelor of Science in Administrative Engineering.

The New York State College of Agriculture, whose graduates receive the degree of Bachelor of Science.

The New York State College of Home Economics, whose regular course of study leads to the degree of Bachelor of Science. A *Course in Hotel Administration*, leading also to the degree of Bachelor of Science, is joined to this college for convenience of administration but is otherwise distinct from it.

The New York State Veterinary College, in which a student may earn the degree of Doctor of Veterinary Medicine.

The Law School, whose graduates receive the degree of Bachelor of Laws.

The Medical College, which conducts its work at 1300 York Avenue, New York City, in organic association with the New York Hospital, and on whose graduates the University confers the degree of Doctor of Medicine.

The Graduate School, which offers to adequately trained students facilities for advanced study and research and in which the student's work may lead to the degree of Doctor of Philosophy, the degree of Doctor of the Science of Law, or the master's degree in Arts, Science, Agriculture, Architecture, Landscape Architecture, Fine Arts, Chemistry, Laws, Education, or Engineering.

A student who has satisfied the requirements for any baccalaureate degree is not recommended for any other baccalaureate degree until he has completed at least one year of further residence and of work acceptable to the faculty on whose recommendation the second baccalaureate degree is to be conferred.

Degrees are conferred formally at the annual Commencement in June and without formal exercises in February and September.

Cornell University is situated at Ithaca, in the central part of the State of New York, about seven hours by rail from the City of New York and about three hours from Buffalo. Ithaca is accessible by way of two trunk lines, the Lackawanna and Lehigh Valley Railroads, and it has connections by rail or bus with several stations on the New York Central railway system.

TABLE I. Entrance Subjects and Units

The subjects that may be offered for entrance are named in the following list and the figure in parenthesis after each subject indicates its value expressed in units and shows the minimum and maximum credit allowed for it. A unit represents a year's study of any subject in a secondary school, or about one-fourth of a full year's work, since a four-year secondary school curriculum should be regarded as representing not more than sixteen units. Ordinarily a year's work in any subject cannot be done satisfactorily in less than 120 sixty-minute hours or their equivalent. Two hours of laboratory work are considered equivalent to one hour of prepared recitation. In Drawing and Manual Training 240 sixty-minute hours are required for one unit and 120 for one-half unit.

Subject	Unit	Subject	Unit
1. English, 4 years	(3)	9f. Plane Trigonometry	($\frac{1}{2}$)
2. 1st to 3rd Year Greek	(1, 2, 3)	10. Physics	(1)
3. 1st to 4th Year Latin	(1, 2, 3, 4)	11. Chemistry	(1)
4. 1st to 4th Year German	(1, 2, 3, 4)	12. Physical Geography	($\frac{1}{2}$ -1)
5. 1st to 4th Year French	(1, 2, 3, 4)	13. Biology*	(1)
6. 1st to 4th Year Spanish	(1, 2, 3, 4)	13a. General Science	(1)
7. 1st to 3rd Year Italian	(1, 2, 3)	14. Botany*	($\frac{1}{2}$ -1)
8a. Ancient History	($\frac{1}{2}$ -1)	14a. Zoology*	($\frac{1}{2}$ -1)
8b. European History	($\frac{1}{2}$ -1)	15. Bookkeeping*	($\frac{1}{2}$ -1)
8c. English History	($\frac{1}{2}$ -1)	16. Agriculture, Home Economics*	($\frac{1}{2}$ -4)
8d. American History and Civics	($\frac{1}{2}$ -1)	17. Drawing*	($\frac{1}{2}$ -1)
9a. Elementary Algebra	(1)	18. Manual Training*	($\frac{1}{2}$ -1)
9b. Intermediate Algebra	(1)	19. Any high school subject or sub-	
9c. Advanced Algebra	($\frac{1}{2}$)	jects not already used and ac-	
9d. Plane Geometry	(1)	ceptable to the University*	($\frac{1}{2}$ -2)
9e. Solid Geometry	($\frac{1}{2}$)		

*Note the following restrictions: ¶ If an applicant has counted Biology (1) he may not also count Botany ($\frac{1}{2}$) or Zoology ($\frac{1}{2}$). ¶ For the *College of Arts and Sciences* No. 15 may be counted only under No. 19; No. 16 may not be counted; a total of only two units in Nos. 15, 17, 18, and 19 combined may be counted. ¶ For the *College of Agriculture* four units in No. 16 may be counted, but with the restriction that the total of entrance credits in vocational subjects in Nos. 16, 18, and 19 shall not exceed four units; No. 15 may not be offered in conjunction with more than one of the following: Nos. 16, 17, and 18. ¶ For the *College of Architecture*, in subjects in Nos. 15, 16, and 18, combined, a total of only one unit may be counted. ¶ An applicant may not count under No. 19 work in subjects Nos. 1-18 unless he has offered the maximum in Nos. 1-18 (for example, 4 units of Latin, English, German, French, Spanish; 3 units of Greek or Italian; 1 unit of Physics, Chemistry).

TABLE II. Subjects and Units Required by the Several Colleges
For the *Graduate School*, the *Law School*, the *Medical College*, and the *Veterinary College*, see pages 12-13.

The letters in parenthesis, e.g. (A), refer to notes on the next page, below. (A)

ARTS AND SCIENCES A.B., 4 YEARS	AGRICULTURE: HOME ECONOMICS B.S., 4 YEARS	ARCHITECTURE B.ARCH., B.F.A., B.L.A., 5 YEARS	ENGINEERING B.C.E., B.M.E., B.E.E., B.S. IN A.E., 4 YEARS B.CHEM.E., 5 YEARS
English, 3	English, 3	English, 3	English, 3
Elementary Algebra, 1	Elementary Algebra, 1	Elementary Algebra, 1	Elementary Algebra, 1
Plane Geometry, 1	Plane Geometry, 1	Plane Geometry, 1	Plane Geometry, 1
History, 1	History, 1		
One foreign language, 3 (or 2 in each of two languages, 4) (B)	One foreign language, 3 (or 2 in each of two languages, 4) (B and C)	One foreign language, 3 (or 2 in each of two languages, 4) (B); or History, 3; or Science, 3	One foreign language, 2 (B); or History, 2
Intermediate Algebra, 1		Intermediate Algebra, 1	Intermediate Algebra, 1
		For B. Arch. and B.L.A.: Any two half-units from the following: Advanced Algebra, $\frac{1}{2}$ Solid Geometry, $\frac{1}{2}$ } (D) Trigonometry, $\frac{1}{2}$	Advanced Algebra, $\frac{1}{2}$ or Solid Geometry, $\frac{1}{2}$ Trigonometry, $\frac{1}{2}$
			Chemistry, 1 or Physics, 1 (E)
Electives, 5 (or 4)	Electives, 6 (or 5)	Electives, 4, 5, 6 (D)	Electives, 5 (F)
Total, 15	Total, 15	Total, 15	Total, 15

TABLE II (concluded). Explanatory Notes

(A) *Admission Without the Prescribed Pattern of Units.* The several undergraduate colleges of Cornell University may admit students whose programs of study in school have not in every respect coincided with the basic subject-requirements for entrance, provided such students otherwise show promise of superior scholastic aptitude, character, seriousness of purpose, and fitness for the work they propose to undertake. A student should not hesitate to apply, if his record is of excellent quality, even though his studies in school have not included all of the prescribed subjects. His credentials will be given careful and sympathetic consideration by the Committee on Admissions, and he will be advised whether, in the opinion of the Committee, it is to his advantage to enter immediately or to postpone his entrance for the purpose of additional preparation. It is the intention of the Committee to give opportunity for the entrance of a superior student even though his preparatory subjects may not fit exactly the pattern of prescribed units. Such a student, if admitted, will have no condition imposed which he must make up unless his shortage is in a subject which is vital to his later progress.

(B) *The Foreign Languages.*

French or German is preferred for the foreign language required by the College of Agriculture, the College of Engineering, and the College of Architecture. For Arts and Sciences, Architecture, Agriculture, and Home Economics 2 units in each of two foreign languages may be offered instead of 3 units in one language. When 4 units of foreign language are thus offered (instead of 3) the elective units necessary to make the total of 15 are correspondingly reduced by 1.

When at least 3 units in a single foreign language are offered, any number of elective units in a second foreign language will be accepted. When at least 2 units are offered in a second language, any number of units in a third language will be accepted.

(C) *The State Vocational Diplomas in Agriculture and Homemaking.* The College of Agriculture and the College of Home Economics admit without foreign language those applicants who hold the New York State Vocational Diploma in Agriculture or Homemaking. These diplomas are not accepted unless Elementary Algebra, 1 unit, and Plane Geometry, 1 unit, are included for entrance to Agriculture, and Elementary Algebra, 1 unit, and either Plane Geometry, 1 unit, or Physics, 1 unit, are included for entrance to Home Economics.

(D) *Mathematics and Electives for Architecture.* For admission to the College of Architecture an applicant must include for the course in Architecture or Landscape Architecture two out of the three half-unit subjects: Solid Geometry, Advanced Algebra, Plane Trigonometry. For the course in Fine Arts, neither Advanced Algebra, nor Solid Geometry, nor Trigonometry is required. It is strongly recommended that both Physics and Chemistry be offered among the electives by all entering students; students not offering Physics or Chemistry for entrance may be required to study either one (or both) in college.

(E) *Chemistry for B. Chem. E.* Chemistry is required for entrance to the five-year course leading to the degree of Bachelor of Chemical Engineering.

(F) *Electives for Engineering.* For entrance to Engineering it is strongly recommended that at least three of the elective units be offered in language or history.

Admission to Cornell University

UNDERGRADUATE

COURSES All of the colleges of Cornell University that confer baccalaureate degrees presuppose, on the part of an applicant for admission, an amount of preparation equivalent to that gained by four years of successful work in a high school of good standing. The entrance requirements of these colleges are set forth in Table II on pages 6-7. Their requirements are alike in some respects, but there are important differences. The faculty of each college determines its requirements and may make changes in them at any time, to take effect after due notice.

ADMISSIONS

SELECTIVE Five of the University's colleges limit the number of new students to be admitted. They are the College of Arts and Sciences, the College of Architecture, the College of Engineering, the College of Home Economics (including the Course in Hotel Administration), and the Veterinary College. Candidates for admission to any of them are requested to give particular attention to what is said on pages 11-12 about the limit set to the number admitted to the entering class, and to note the method used for selecting the entrants from among the eligible candidates.

Applications for admission to any of the University's divisions (except the Graduate School, the Law School, the Medical College, and the Veterinary College) are entertained from three classes of persons, as follows: (1) those who wish to begin as freshmen, in some college of the University, a regular course of study leading to a degree; (2) those who, having attended another institution of collegiate rank, wish to enter some college of the University; (3) those who wish to be enrolled as special students not candidates for a degree. The conditions of admission for these three classes of persons will now be separately defined.

ADMISSION AS

A FRESHMAN Any student beginning a course of study leading to a degree in any of Cornell University's colleges must be at least sixteen years of age. Every applicant for admission must show that he has a satisfactory knowledge of the subjects required for entrance to the college of his choice, and he must do so in one or more of four ways, as follows:

I. By passing the College Entrance Examination Board's examinations in the required subjects. For particulars see page 16.

II. By passing the necessary Regents examinations. This option is for students who have prepared in New York State. For particulars see page 16.

III. By presenting an acceptable school certificate. For particulars see page 17.

IV. By passing the September entrance examinations. For particulars see page 18.

FROM ANOTHER

INSTITUTION A student who, having attended a college or a university, wishes to be admitted to a regular undergraduate course in a college of Cornell University, should file by mail with the Director of Admissions, on an official form obtained from that officer, an application for admission to one of the University's colleges, and an official certificate from the college or university which he has already attended, giving evidence of (1) his honorable dismissal, (2) his entrance credit in detail, (3) his terms of attendance and the amount of work that he has taken, and (4) a detailed statement of the courses that he has pursued. He should also send a copy of the institution's catalogue on which he has written his name and has marked the entrance requirements that he has satisfied and each subject that he has taken. An applicant for admission from another institution should consult the *Announcement* of the college that he intends to enter here.

AS A SPECIAL

STUDENT Any candidate for admission as a special student will do well to consult the *Announcement* of the college that he wishes to enter here, because the requirements of the several colleges are not all alike. Special students are of two classes, as follows:

(1) A person, especially one of comparative maturity, may, in certain circumstances, even without satisfying the entrance requirements, be admitted to some one of the colleges of Cornell University as a special student not a candidate for a degree. The applicant must give evidence of ability to do creditable work in the college and his application for admission must be recommended by the department in which he proposes to do the main part of his work. He must file his application with the Director of Admissions.

If a person admitted as a special student without satisfying the entrance requirements subsequently satisfies those requirements, he

may be graduated under the ordinary regulations that obtain in the college that he is studying in. He will not be permitted, however, to make up deficiencies in entrance subjects by attending University instruction in those subjects.

Special students in the College of Arts and Sciences must be at least twenty-three years of age; in the Law School or the College of Architecture, twenty-one years of age. Special students in the College of Agriculture must have had two full years of recent farm experience and, unless they can satisfy all the entrance requirements for the regular course, must be at least twenty-one years of age. The College of Home Economics can accommodate only a limited number of special students and before formally applying candidates should consult the college as to the possibility of acceptance.

(2) A person who already holds a baccalaureate degree and wishes to pursue further work at the undergraduate level may also apply for admission as a special student, regardless of the age requirements stated above. Such a student must have had adequate preparation for the program contemplated and must secure the approval of the college which he purposes to enter. He must file his application with the Director of Admissions.

RULES GOVERNING

ADMISSION Applicants for admission must not only satisfy the entrance requirements but must also comply with certain rules of the University, as follows:

A CERTIFICATE OF

CHARACTER 1. Every candidate for admission to an undergraduate course of study must file with his application at the Office of Admissions either a certificate of good moral character or, if he has attended some other college or university without graduating from it, a certificate of honorable dismissal from it.

A DEPOSIT

OF \$25 2. Every candidate for admission to an undergraduate course of study must deposit twenty-five dollars with the University. Candidates are warned not to send cash through the mails. A check, draft, or order should be payable to *Cornell University* and should be sent to the Office of Admissions, Cornell University, Ithaca, N. Y.

A candidate must make the deposit not later than a certain fixed date. If the candidate is applying for admission in September the due date of the deposit is as follows:

June 1 for the College of Arts and Sciences.

“ “ “ College of Architecture.

“ “ “ College of Home Economics.

“ “ “ Veterinary College.

August 1 for the College of Engineering.

“ “ “ College of Agriculture.

“ “ “ Course in Hotel Administration.

If the candidate is to be admitted to any of the colleges in February the deposit must be made not later than January 1.

If the candidate matriculates, the deposit will be credited to his account, \$10 for the matriculation fee, \$1 for an examination-book fee, and \$14 as a guaranty fund, which every undergraduate student is required to maintain and which is to be refunded upon his graduation or permanent withdrawal, less any indebtedness to the University.

If admission is denied a candidate, the deposit is refunded in full at any time.

A candidate may withdraw the application for admission, but a charge of \$10 is regularly made for accrued expenses unless the application is withdrawn and a refund of the deposit in full is claimed before the due date, as stated above for each college. If an application is not withdrawn until after the due date of the college concerned, but is withdrawn before August 31, the \$10 charged for accrued expenses is deducted and \$15 of the deposit is refunded. No refund is made to an applicant who withdraws the application after August 31.

In the case of applications for admission in February, a withdrawal after January 1 incurs the regular charge of \$10, and no refund is made for withdrawal after January 31.

The winner of a New York State Tuition Scholarship in Cornell University may apply for admission to the University and make the required deposit of \$25 immediately after receiving formal notice of his appointment from the Commissioner of Education at Albany.

A CERTIFICATE OF

VACCINATION 3. Every candidate for matriculation must submit

to the Director of Admissions a satisfactory certificate of vaccination against smallpox, not later than August 1 if he is to be admitted in September, or not later than January 1 if he is to be admitted in February. It will be accepted as satisfactory only if it certifies that within the last five years a successful vaccination has been performed or three unsuccessful attempts at vaccination have been made.

SELECTIVE

ADMISSION In some of the University's divisions the number of new students to be admitted each year is limited and those who are to be admitted are selected from among the qualified applicants for admission. Divisions that limit their enrollment are the College of Arts and Sciences, the College of Architecture, the College of Engineering, the College of Home Economics, the Veterinary College, and the Course in Hotel Administration.

Usually there are more applicants satisfying the minimum requirement for entrance to any of these divisions than the limited number that can be admitted. In that event a Committee on Admissions in each division selects its entrants from among the eligible candidates, taking into account not only formal preparation but also the available evidence bearing upon each candidate's character, seriousness of purpose, and fitness for the work that he proposes to undertake.

Although priority of application is not accounted a determining factor of selection, yet a candidate who completes the whole process of application in good season is advantaged, because the admissions committee needs time for sifting the evidence and because the list of entrants is filled as speedily as possible. March 1 is the last date for filing application for admission in September to the College of Home Economics, June 1 is the last date for the College of Arts and Sciences, the College of Architecture, or the Veterinary College, and August 1 is the last date for the College of Engineering or the Course in Hotel Administration. Before any application can be finally approved the Office of Admissions must have received

(1) a check, draft, or order payable to Cornell University for twenty-five dollars (see the deposit requirement, above);

(2, a) the application form filled out and returned by the candidate, (b) the principal's report, and (c) the required reference forms;

(3) credentials satisfying in full the scholastic requirements for entrance (see "the four ways of entrance," below);

(4) in case the applicant has been in attendance at another college or university, a complete transcript of his record, a certificate of honorable dismissal, and a properly marked catalogue of the institution attended.

THE GRADUATE

SCHOOL For admission to the Graduate School as a candidate for an advanced degree an applicant must (1) have received a baccalaureate or equivalent degree from a college or university of recognized standing and must (2) by scholastic record or otherwise show promise of ability to engage profitably in advanced study and research. Any study pursued since graduation, or any experience gained by professional work, is taken into account in deciding whether a candidate's preparation as a whole is such as to justify his admission. Seniors in the colleges of Cornell University who have completed the work required for the bachelor's degree may be admitted to the Graduate School under certain conditions.

Every candidate for matriculation in the Graduate School must

submit to the school a satisfactory certificate of vaccination against smallpox. It will be accepted as satisfactory only if it certifies that within the last five years a successful vaccination has been performed or three unsuccessful attempts at vaccination have been made.

Prospective applicants should consult the *Announcement of the Graduate School*. Correspondence should be addressed to the Office of the Graduate School, Cornell University.

THE LAW

SCHOOL Candidates for admission are required to present evidence of the receipt of a bachelor's degree from an approved college or university. The school gives a three-year course leading to the degree of Bachelor of Laws. Students of the College of Arts and Sciences of Cornell University are allowed in their Senior year to elect the first year of the course in Law and so obtain the degrees of Bachelor of Arts and Bachelor of Laws in six years. Prospective applicants should consult the *Announcement of the Cornell Law School*.

THE MEDICAL

COLLEGE The Cornell University Medical College is situated in New York City. Prospective candidates for admission should consult the *Announcement of the Medical College*, to be obtained by application to The Secretary, Cornell University Medical College, 1300 York Avenue, New York. The following classes of candidates are admitted to the Medical College: (1) Graduates of approved colleges or scientific schools; (2) Seniors in good standing in approved colleges or scientific schools upon condition that their faculty will permit them to substitute the first year in the Cornell University Medical College for the fourth year of their college course, and will confer upon them the bachelor's degree upon the satisfactory completion of the year's work. No student is permitted under this clause to enter the second year of the medical curriculum without the bachelor's degree obtained after at least three years of undergraduate college work.

THE VETERINARY

COLLEGE An applicant for admission to the Veterinary College must be eligible to obtain from the New York State Education Department a Veterinary Student Qualifying Certificate. Correspondence regarding the requirements for this certificate should be addressed to the Supervisor of Professional

Schools Qualifying Certificates, State Education Department, Albany, New York. Before entrance to the Veterinary College a student must complete at least one year of college study, including English, 6 hours, Chemistry, 6 hours, and Zoology, 4 hours. The prospective student should consult the *Announcement of the Veterinary College*.

THE SUMMER

SESSION The Summer Session (University and State Summer Schools) carries on the work of the University for a period of six weeks of July and August. It is open to all persons qualified to do the work of any of the courses offered; no examinations are required for admission. Instruction is offered in the Graduate School, the Colleges of Arts and Sciences, Engineering, Architecture, Agriculture, and Home Economics, and the Graduate School of Education. Courses are selected with special regard to the needs of three principal groups of students: persons engaged in educational work, such as teachers, supervisors, principals, and other administrative officers in the public schools; graduate students who wish to carry on their work in the summer; and undergraduate students in Cornell or other colleges or universities. Some of the courses in mathematics and modern foreign languages may be used to remove deficiencies in entrance requirements.

The *Announcement of the Summer Session* is published each year in March, and the Secretary of the University sends it free upon request. Correspondence with regard to courses and other details should be addressed to the Director of the Summer Session.

An undergraduate student who is on probation or whose name has been removed from the rolls of any college at Cornell University is admitted to the Summer Session only upon recommendation of the college concerned. An undergraduate student who is registered in an institution other than Cornell and who wishes to enter the Summer Session must secure from his dean or other competent authority a certificate of good standing. Students on probation and students whose names have been removed from the rolls of the institution are regarded as not in good standing and accordingly are not admitted.

THE WINTER

COURSES The only requirement for admission to the Winter Courses in Agriculture is that the applicant be at least eighteen years of age. In order to make the best use of the instruction, a student should have had a good common school education. The Winter Courses extend over a period of twelve weeks, beginning in November and ending about the middle of February. A special *Announcement*, giving details of the work, may be obtained upon application to the Secretary of the University or to the Secretary of the College of Agriculture.

EXTRAMURAL

COURSES Extramural courses are established in various centers of the State as needs and interests may require. These courses are open to all persons qualified to do the work of any of the courses offered. The work is carried on by regular members of the staff and the standards maintained are the same as for work on the campus. The tuition charge is \$10 per credit hour. The courses are designed for those who wish to carry on some university work while engaged in a vocation which makes it impossible for them to enroll as students in residence. Anyone interested in courses already established or in the organization of a course in his community should address the Director of Extramural Courses.

ADMISSION IN

FEBRUARY Some of the University's colleges and schools admit new students at the beginning of the second term in February and some do not. Those which do so grant admission under various conditions. Applicants for admission at the beginning of the second term must submit their applications to the Director of Admissions, together with the \$25 deposit and the vaccination certificate, not later than January 1.

In general, the College of Arts and Sciences admits at the beginning of the second term only those applicants who have been accepted for admission in September but who, for some good reason, failed to register then. To this general rule exception is regularly made for students wishing to transfer in February from other colleges of Cornell University, but not for students wishing to transfer from other collegiate institutions.

Only in exceptional circumstances are applicants admitted to the New York State College of Agriculture at the beginning of the second term in February. Special arrangements do not exist for students entering at midyear. Since it is practically impossible for those entering in February to schedule a satisfactory program of studies, prospective students should plan to enter in September.

Students who meet in full the requirement for admission as freshmen in the College of Engineering may enter that college at the beginning of the second term in February to pursue courses which will be specially outlined to suit each individual case. In order to obtain admission at midyear with advanced standing in the College of Engineering with a view to being graduated in less than four years, the applicant must have attended an institution of collegiate rank and must secure credit for such university courses as will enable him, by attending during the remainder of the college year and (possibly) during the succeeding Summer Session, substantially to complete the year's work scheduled for the class he wishes to enter.

In the College of Architecture, only students who can offer satisfactory credit towards advanced standing in technical subjects will be admitted in February.

New students are not admitted into the College of Home Economics in February.

Students may not enter the Law School at the beginning of the second term.

The Four Ways of Entrance

I. THE JUNE

EXAMINATIONS The examinations of the College Entrance Examination Board, held at more than 300 centers in the United States and abroad in June of each year, are regularly accepted by Cornell University.

No examinations are offered by the Board in Cornell entrance subjects Nos. 7, 12, and 13a-19. (See Table I on page 5.)

All certificates of the College Entrance Examination Board should be sent by mail to the Director of Admissions of Cornell University at Ithaca as early as possible in the summer before the applicant intends to enter; they should reach him certainly not later than the first day of August.

The examinations of the College Entrance Examination Board will be held June 15-22, 1940, in accordance with the time (Daylight Saving or Standard) observed in the local public schools. A list of places at which the examinations will be held will be published annually about March 1 by the Secretary of the Board. Requests that the examinations be held at particular points, to receive proper consideration, should be submitted to him not later than February 1.

The examination fee is \$10 for each candidate whether he is examined in the United States, in Canada, or elsewhere. This fee should be remitted by postal order, express order, or draft on New York to the order of the College Entrance Examination Board.

Each candidate who desires to take the examinations of the Board must make application to its Secretary upon a blank to be obtained gratis from him. Applications for examinations at points in the United States on or east of the Mississippi River must reach the Secretary of the Board not later than May 27, 1940; at other points in the United States and Canada, not later than May 20, 1940; at points outside of the United States and Canada, except in Asia, not later than May 6, 1940; in China and elsewhere in the Orient, not later than April 22, 1940.

Applications received later than the prescribed dates will be accepted when it is possible to arrange for the examination of the candidates, but only upon payment of an additional fee of \$5. Candidates who file belated applications do so at their own risk.

When the candidate has failed to obtain the required blank form of application for examination, the usual examination fee will be accepted if the fee arrive not later than the specified date, accompanied by a memorandum containing the name and address of the candidate, the examination center at which he wishes to present himself, and a list of all the subjects in which he is to take the Board's examinations.

Detailed definitions of the requirements in each subject in which the Board holds examinations are published by the Board each year. A single copy will be sent by the Board to any address on receipt of thirty cents, which may be remitted in postage stamps.

Teachers, parents, and candidates for examinations who desire more specific information concerning the work of the Board, as well as those who wish to procure blank forms of application for examination, are requested to address the Secretary of the College Entrance Examination Board, 431 West 117th Street, New York City.

II. THE REGENTS

EXAMINATIONS The regular Regents examinations of the Education Department of the State of New York are accepted under certain conditions as the full equivalents of the Cornell University entrance examinations in the corresponding subjects. All Regents credentials of candidates for admission in September should be sent by mail to the Office of Admissions of Cornell University, Ithaca, N. Y., as early as possible in the summer

and certainly not later than August 1 in order to ensure their timely consideration.

File the Complete Regents Record. Candidates should file the complete Regents record. The University has agreed to accept the New York State diplomas to the extent of the subjects upon which they are based that have been passed in Regents examinations. Candidates who have met the requirements for the diplomas should therefore obtain from the State Department of Education, and file with the Office of Admissions of the University, credentials giving the complete Regents record.

VOCATIONAL

DIPLOMA The Vocational Diploma in Agriculture or Homemaking satisfies in full the entrance requirements for the four-year course in Agriculture, provided Elementary Algebra, 1 unit, and Plane Geometry, 1 unit, be included. For Home Economics the diploma in Homemaking will meet the requirements provided either Elementary Algebra, 1 unit, and Plane Geometry, 1 unit, or Physics, 1 unit, be included. If an applicant holding one of these diplomas does not present three units of foreign language he must elect an equivalent amount of work in the University in one or more of the following subjects: Foreign language, English, Mathematics, Philosophy, Psychology, History, Economics, Political and Social Science.

Notebooks and teachers' statements are not generally required and should not be sent unless specially asked for in a particular case.

III. THE SCHOOL

CERTIFICATE Certificates of work done in public or private schools, in or out of the State of New York, may be accepted in lieu of passing entrance examinations, if the University authorities are satisfied with the standing of the school and if the applicant has completed a full regular course in the school and has been duly graduated after at least one year in the school.

The University does not engage in advance to accept the certificate of any school and the previous acceptance of certificates does not establish a permanent right to expect further acceptance, but merely raises the presumption that similar certificates will be accepted.

Three separate steps must be taken before a student of any school will, on its certificate, be admitted to a college of Cornell University: (a) The principal of the school must by formal application secure the certificate privilege for his school; (b) the principal of the school must submit a school certificate duly filled out for the individual candidate for admission; (c) the candidate himself must make a personal application for admission to the particular college of Cornell University in which he intends to study. Official blanks for each of these purposes may be obtained from the University's Director of Admissions and when duly filled out should be returned to him.

The school certificate should be forwarded by the principal within ten days after the graduation of the candidate. The application for the certificate privilege should, unless previously granted, accompany the school certificate. The candidate's personal application for admission to a particular college should be sent as early as possible after the candidate has decided in which college of Cornell University he desires to study. The application will be considered merely as a declaration of intention, and will impose no obligation upon the prospective student.

The school certificate should include all the subjects that the candidate has satisfactorily completed in the school, whether or not they are required by the particular college in which the candidate proposes to study. Neglect to comply with this regulation may entail serious inconvenience and disappointment to the student. The school certificate may include subjects in which an examination has been passed for admission to the school. No additional or supplementary certificate will be considered after the first college term.

Notebooks in general need not be submitted and should not be sent unless they are in individual cases specifically requested by the Director of Admissions.

Subjects in which work has been done privately outside of the regular school curriculum, even if under the direction of teachers in the school, should not be included in the certificate. Work done at any other time than from September to June should not be included in the certificate. Certificates of postgraduate work must show that the student has been graduated from a school and that a normal schedule has been carried for at least a half-year.

The candidate must take his entrance examinations at Cornell University (in Ithaca or in New York City) in September, if by that time he has not been notified that his school certificate has been accepted. Entrance examinations will be given in September only.

If in any entrance subject a student has failed to pass the Cornell or any other University Entrance Examination, or the College Board Entrance Examination, or the Regents examination, he will not thereafter be allowed to offer a school certificate in that subject unless, since his failure, he has pursued the subject regularly in class for the full time required and has done the full amount of work required for entrance in the subject.

Admission on school certificates is in all cases provisional. If, after admission to the University, a student fails in any subject dependent upon an entrance subject for which a school certificate has been accepted, credit for that entrance subject may be cancelled.

All communications and requests in connection with admission by school certificate should be addressed to the Director of Admissions. The University will welcome any special or personal information that school principals may care to furnish in connection with individual applicants for admission.

IV. THE SEPTEMBER

EXAMINATIONS Candidates for admission in any year who have not completed all entrance requirements in (I) the June Examinations of the College Board, or in (II) the Regents Examinations of New York State, or by (III) a School Certificate, may, on permission from the Office of Admissions, write certain examinations in September. For the September examinations, questions prepared by the College Entrance Examination Board are used.

Applications for examinations in September, 1940, are due in the office of the College Entrance Examination Board, 431 West 117th Street, New York City, on or before Monday, August 19. After that date applications will be accepted only on payment of a penalty fee of five dollars in addition to the regular fee of ten dollars. Requests for the cancellation of applications and the refund of fees, in order to receive favorable consideration, should reach the office of the Board not later than September 2. Before applying to the Board for any of these examinations, a candidate for admission to Cornell University should obtain permission and instructions from the Office of Admissions at Ithaca, N. Y.

The schedule for the September Examinations of 1940 follows:

Monday, September 9:

9 A.M., Scholastic Aptitude Test (verbal section only).

2 P.M., Science Test (Biology, Chemistry, or Physics).

Tuesday, September 10:

9 A.M., Mathematics Attainment Test.

2 P.M., English.

Wednesday, September 11:

9 A.M., Language Test (French, German, Latin, or Spanish).

2 P.M., American History.

SUBJECT

MATTER In the September examinations at Cornell question papers prepared by the College Entrance Examination Board will be used in all subjects enumerated under Table I on page 5 except Nos. 7, 12, and 13a-18. There is no examination in No. 13a, No. 16 or No. 19. Candidates for the September examinations are therefore advised to consult the "Definition of Requirements" which may be obtained from the Board at 431 West 117th Street, New York City. Upon receipt of thirty cents, which may be remitted in postage stamps, the Board will send a copy of this document to any address.

A description of Nos. 7, 12 and 14-18 follows:

7. ITALIAN

(1, 2, or 3 units.) The examination assumes that the student has studied the subject intelligently for five periods a week during one, two, or three years. The student is advised to read carefully the statement with respect to Modern Foreign Languages in the Definition of the Requirements, published by the College Entrance Examination Board.

12. PHYSICAL

GEOGRAPHY ($\frac{1}{2}$ unit or 1 unit.) The ground covered in the examination on textbook work is essentially that outlined by the College Entrance Examination Board, the principal topics being the earth as a planet, the ocean, the atmosphere, and the lands, as treated in the more modern standard textbooks on physical geography. The emphasis of the instruction in the preparatory school should be on the gaining of an understanding of the origin and history of physiographic features and on the relation of human life to physiographic conditions. For $\frac{1}{2}$ unit of credit it is expected that the student will have had at least as much of laboratory and field training as to enable him to interpret topographic maps to the extent of recognizing the simple and the outstanding physiographic forms so represented.

Some work with books of reference is assumed to have been done in the preparatory school. No definite list of reference books is prescribed. In general it may be said, however, that books or papers relating to physiography of the region where the study is carried on, or those relating to phenomena illustrated in that region should certainly be included.

Two periods a week for an entire year should be devoted to laboratory and field work. The laboratory work should be divided, one-half the time to be given to the study of atmosphere and ocean, and the other half to land.

The student should be familiar with weather and topographic maps and be able to interpret them. He should be able to tell what physiographic forms are represented on typical maps. The student should do enough field work to understand the physiography of the region in which he resides. A note book record of the laboratory and field work should be kept carefully.

For further suggestions concerning laboratory work, the Syllabus of the College Entrance Examination Board, the Regents Syllabus for the Schools of New York State, and the Guide for Laboratory Geography Teaching, the Macmillan Company, New York City, may be consulted.

14. BOTANY

($\frac{1}{2}$ unit or 1 unit.) The examination assumes a knowledge of the general laws and fundamental principles of plant nutrition, assimilation, and growth, as exemplified by plants chosen from the different groups, as well as of the general comparative morphology and the broader relationship of plants. The following synopsis will suggest the topics of preparatory study: The general fundamental principles of plant physiology; general morphology, including form, methods of reproduction, propagation, etc., of selected representatives of the algae, fungi, liverworts, mosses, ferns, and seed plants; special morphology of the higher plants; classification of higher plants, principal families.

14a. ZOOLOGY

($\frac{1}{2}$ unit or 1 unit.) The examination assumes a knowledge on the part of the student that should be gained by the intelligent study of the subject for five hours a week during a half year for $\frac{1}{2}$ unit of credit, or one year for 1 unit of credit. A portion of this time should have been devoted to laboratory and field studies designed to bring the student into actual contact with animal forms and their mode of living. Laboratory notes should be made in such a fashion as to give practice in the organization of knowledge gained by observation. Laboratory drawings should be made as a means of training in correct observation.

15. BOOKKEEPING

($\frac{1}{2}$ unit or 1 unit.) The examination will be based (a) on the use of the Journal Cash Book, Purchase Book, Sales Book, and Ledger; (b) on the preparation of profit and

loss statements and balance sheets; (c) on the fundamental theory of double-entry bookkeeping, especially the analysis of rules of debit and credit and the general classification of accounts.

17. DRAWING

($\frac{1}{2}$ unit or 1 unit.) To meet the entrance requirements in *Engineering Drawing* the student should have a knowledge of orthographic projection, lettering, geometric problems, developments, drawing of simple machine parts, and the conventional signs and symbols used in representing those parts.

Students should bring to the examination room a set of drawing instruments, a 45° and a 30-60° triangle, and architect's scale, pencils, and erasers. The department will furnish drawing board, T-square, and paper.

To meet the entrance requirements in *Freehand Drawing* the applicant should be able to draw in outline a group of the simple geometrical solids, such as cubes, cylinders, pyramids, plinths, etc., or a group of everyday objects, such as books, vases, boxes, mugs, etc., so as to show, with a fair degree of accuracy, both the shapes of the objects and their relative positions to one another.

Students should bring to the examination room a pencil of medium grade and an eraser.

The standard of judgment for grading the examination is based on the assumption that the preparatory training of the candidate shall have been about 240 actual hours of practice (which may be entirely freehand drawing, entirely mechanical drawing, or part freehand and part mechanical) for the credit of one unit, or about 120 hours for the half unit. It will be to the advantage of a candidate taking the examination if he can present examples of his work and a teacher's statement showing the amount of time he has given to the subject under instruction.

18. MANUAL

TRAINING ($\frac{1}{2}$ unit or 1 unit.) An examination will be offered in woodworking. The standard of judgment for grading the examination is based on the assumption that the preparatory training of the candidate shall have been about 240 actual hours of practice for the credit of one unit, or about 120 hours for the half unit. Candidates for examination must present a verified statement of the time actually spent in woodworking, of the conditions under which the work was done, and of the proficiency attained therein.

COLLEGE CREDIT

EXAMINATIONS Credit toward a degree for work done in a preparatory school, upon subjects (Nos. 1-18 inclusive) which may be offered for entrance to the University, will be given only to those students who, in addition to satisfying all entrance requirements, pass separate examinations in the subjects for which they seek college credit. These examinations will cover substantially the same ground as the University courses in the corresponding subjects. An applicant who desires a college credit examination of this kind must apply to the Office of Admissions as early as possible and in no case later than the day preceding the beginning of the entrance examinations, specifying which fifteen units he intends to offer in satisfaction of the entrance requirements, and upon what other entrance subjects he wishes to be examined for college credit.

In case he fails to satisfy the entrance requirements in any one or more of the subjects which he has offered for entrance, but passes the college credit examination in any other subject or subjects, he may use the latter for satisfying the entrance requirements, but in that case he cannot also receive college credit therefor. The college credit examinations will be held on the date set for the entrance examinations in the same subjects, and, unless otherwise arranged, only at Ithaca.

A candidate using No. 19 of the list of University entrance subjects (see Table II, page 6) to make his fifteen units, may not apply for a college credit examination as described above.

The Student at Cornell University

MATRICULATION

MONDAY, SEPTEMBER 23, is the day appointed for the matriculation, or initial registration, of all new students of the University in 1940. No candidate for admission may be matriculated after the appointed day unless he has first obtained the special permission of the dean of the College in which he intends to register.

As soon as the requirements for admission to the University are satisfied the Registrar informs the candidate of his permission to register, sending him a blank form to be filled out and presented at the designated place on the regular day of matriculation. This *registration permit* is ordinarily sent directly to the home address of the prospective student if he is entering by school certificate, College Entrance Board examination, or Regents credentials. If the candidate is entering by the September Cornell examinations in New York City or in Ithaca, the registration permit is ordinarily sent to his local address as soon as the requisite examinations have been passed.

If the candidate is entitled to this registration permit but for any reason has not received it by registration day, he should go in person to the Office of Admissions and procure it.

The registration permit bears on its face all the necessary directions for the candidate's registration in the University.

With the student's matriculation he enters upon a period of personal responsibility greater in most instances than he has ever before been required to bear. He should recognize that the success of his university career depends in large measure upon his own purpose, his own industry, and his own determination to make good use of his opportunities. The University offers its instruction and the use of its equipment; its teachers and other officers are ready to help with their encouragement or advice; but, after all, the responsibility for success or failure must rest with the student himself.

In planning his work the new student should consult the *Announcement* of the college that he is entering. Some of the colleges publish handbooks of information for their students and a copy of any such handbook can be obtained at the college office. In any of the colleges as a rule the student entering the Freshman class has an appointed adviser, a member of the teaching staff. In the College of Arts and Sciences, where the new student has a comparatively wide range in his choice of courses of instruction, the adviser supervises the stu-

dent's choice of elective studies and tries to help him plan his course of study wisely.

No college of the University undertakes to send parents or guardians regular reports of the progress and standing of its students. The University prefers to regard its students as persons who are here partly for the purpose of maturing their minds and learning ways of self-reliance.

ONE RULE OF

CONDUCT Cornell University's one rule governing the conduct of students is as follows: "A student is expected to show both within and without the University unfailing respect for order, morality, personal honor, and the rights of others." The authority to administer this rule and to impose penalties for its violation is vested in the University Committee on Student Conduct. The rule is construed as applicable at all times, in all places, to all students of the University. A student may at any time be removed from the University if, in the opinion of the Committee on Student Conduct, his presence is not conducive to the University's best interests.

AUTOMOBILES

Any student who owns, maintains, or for his own benefit operates or has in charge a motor-driven vehicle in Tompkins County, the immediate environment of Ithaca, is required to register the vehicle in person with the Campus Patrol and, unless it is owned by another member of his immediate family who is a resident of Tompkins County, to pay a registration fee at the rate of \$1 a term. He must present (a) written consent of his parent or guardian if he is under 21 years of age, (b) evidence that the vehicle may be legally driven in New York State, and (c) evidence that the operator may legally drive in New York State. All this must be completed within the registration days at the beginning of the first term if the student is then subject to the rule. If he becomes subject to the rule after that time he has one week in which to comply with it. Late registration of a vehicle makes the student liable to a penalty of \$1.

The use of *motorcycles* is restricted to certain areas of the campus.

Parking on the campus by students during University hours is generally prohibited. Only in a special case may a student obtain a parking permit. The fee is \$2 a term. The parking of *trailers* on any part of the University's grounds or outlying farms or other properties is prohibited.

The student's registration in the University is held to constitute an agreement on his part that he will abide by its rules and regulations with regard to traffic and parking or suffer the penalty prescribed for any violation of them. All privileges under this head may be denied a student who is not in good standing.

ASSESSMENTS

Every student is held personally responsible for any injury done by him to any of the University's property. Assessments, charged to the student's account and payable at the Treasurer's office, are levied upon the student in certain circumstances, under the following rules:

A matriculated student desiring to register after the close of registration day shall first pay a fee of \$5. Students in the Graduate School are excepted.

A student desiring to file his registration of studies after the date set by his college for filing the same shall first pay a fee of \$2.

A student desiring to take an examination or other test for the removal of a term condition (including the making up of a mark of "absent" or "incomplete") shall first pay a fee of \$2 for each examination or other test.

A student desiring to make an appointment for the required medical examination or conference after twenty days from the last registration day of the term shall first pay a fee of \$2.

For reasons satisfactory to the proper authority any of the above-mentioned assessments (except that levied for examination or other test to remove a condition) may be waived in any individual case if the student's failure to comply with the regulation was due to ill health or to other reasons beyond his control. Application for such a waiver should be made to the Dean of the College enrolling the student or, in the case of the medical examination, to the chairman of the Faculty Committee on Hygiene and Preventive Medicine.

SOME COMMON

PRIVILEGES The student enrolled in any of the University's colleges or schools becomes a member of the University and entitled to share in certain privileges, beyond those which his college gives him, and in the use of certain common University buildings.

The University Library is one of the few largest collections of its kind in the country. A selection of the standard literature of many subjects is kept on the open shelves of the main reading room. In another room the student has free access to a reference library including encyclopedias, dictionaries, atlases, gazetteers, almanacs, bibliographies, and biographical collections. In still another room he will find the current periodicals of all sorts. If he wants to consult a book which is not on the open shelves he may have it brought from the stacks for his use in the main reading room. The privilege of taking books for home use is given to all students with only such restrictions as are necessary to safeguard the rights of all users.

Sage Chapel is open every day when the University is in session. A

service is held every Sunday. An endowment by the late Dean Sage enables the University to invite eminent clergymen of various denominations to conduct these services. Students are welcomed by the churches of Ithaca.

Barnes Hall, a gift of the late Alfred Smith Barnes, is the home of the Cornell United Religious Work. That organization has permanent secretaries and associated with them are clergymen who represent the larger religious groups and who serve regularly as pastors of students. The hall contains a library and reading room, with a collection of books and periodicals in the fields of religion, social problems, and vocations.

Willard Straight Hall, a gift of Mrs. Leonard Elmhirst in memory of Willard Straight of the Class of 1900, was designed and built to serve as the students' social and recreational center. It contains rooms for reading, social meetings, and games, dining rooms, guest rooms, offices for student organizations, and a theater. It has a carefully selected "browsing library" for the use of students. Another feature of the hall is a room devoted to music and art, where exhibitions of paintings and other works of art are held and which contains an excellent radio-amplified phonograph and comprehensive collection of records given by the Carnegie Corporation. All students are members of the Hall, paying a nominal fee for the use of its privileges.

Public Lectures under the University's auspices in the course of every year are numerous. Scholars, scientists, and public men from this country and foreign countries speak here by invitation. These lectures are endowed and are free to members of the university community. Annual courses of lectures are maintained by endowments given to the University by Goldwin Smith, Jacob H. Schiff, Hiram J. Messenger '80, and the late George Fisher Baker I. Numerous other public lectures are provided by chapters of scholarly and scientific societies.

Concerts and Recitals. The Department of Music manages every year a series of concerts given on the campus by symphony orchestras, members of the Metropolitan Opera Company, and other eminent musicians, and also a series of chamber music. There are weekly recitals by members of the department and other professional musicians, including the university organist. There are two organs, the one in Sage Chapel and the other in Bailey Hall. Concerts are given by students' glee clubs, one of men and the other of women, and by a university orchestra. This orchestra has an endowment given in memory of Gerald Watson Hinkley of the Class of 1915.

The Student's Health

A NECESSARY

PRECAUTION Before coming to the University the student should consult an oculist and have any defect of vision corrected. Unless he takes that precaution he may begin his work under a disadvantage and run the risk of failure. The large amount of reading that is required puts a strain on farsighted or otherwise imperfect eyes. Such a weakness, unless discovered and remedied before the student begins his work, may delay his progress and impair his health.

MEDICAL

ADVICE The University's staff includes a Medical Adviser of Men and a Medical Adviser of Women and each of them has a corps of professional assistants. They have offices in the Gymnasium and Sage College respectively and keep regular office hours. Their duties include the periodical medical examination of all students. Their advice is given freely to any student at any time.

Every entering student is required to report at the medical adviser's office during the registration days of the first term and make an appointment for a physical examination. There will be repeated examinations periodically if the first or a subsequent examination indicates the need of them. Any student found to be physically deficient is assigned by the medical adviser to the Department of Physical Education for such corrective exercises as the adviser may recommend. Members of the Senior class are required to report to the medical adviser during the regular registration days of their last term of residence and make an appointment for a physical examination.

In case of illness or indisposition which involves absence from classes even for one day, students are expected to report immediately either in person, by telephone, or by messenger, to the medical adviser's office. For the convenience of the adviser such illness should be reported early in the day. Students indisposed but still able to attend classes should consult the medical adviser immediately in order that advice may be given and that diagnosis of incipient diseases may be made promptly. Any student failing to report as soon as possible to the medical adviser any contagious or infectious disease will be regarded as guilty of a serious breach of discipline.

Students who are absent from classes because of illness will present their explanations directly to their instructors in the Colleges of Arts and Sciences, Architecture, Agriculture, Home Eco-

nomics, and Medicine, and to the dean's office in the Law School and the Veterinary College. In the College of Engineering freshmen will apply to the dean's office; other students to their director's office. Excuses are not issued by the medical advisers. A student who leaves Ithaca to consult a physician should apply to his dean for leave of absence. A letter of an out-of-town physician certifying to the illness of a student should be accompanied by a letter from the parents or guardian.

A student may at any time be requested to withdraw from the University if, in the opinion of the University authorities, the condition of his health is such as to make it unwise for him to remain.

UNIVERSITY

INFIRMARY The University Infirmary occupies three large buildings near the campus. The first of these, a brownstone structure, was the home of Henry Williams Sage, for many years chairman of the Board of Trustees of the University. After his death in 1897, his sons, Dean and William Henry Sage, endowed it and gave it to the University for a students' infirmary as a memorial of their father. The second building, the Schuyler House, was purchased in 1911; in 1912 the Trustees erected a third building, fireproof, and this is the present main hospital building. The normal capacity of the Infirmary is seventy-five beds; the number can be doubled in an emergency.

The Infirmary is open throughout the regular school year. It provides suitable rooms, food, and nursing for sick students. It has no medical or surgical staff; students find their own physicians among practitioners in Ithaca or elsewhere; in Ithaca there is no lack of competent physicians and skilled surgeons.

The consent of the parent or guardian is required before an operation may be performed in the Infirmary. In emergency cases where parent, guardian, or near relative can not be reached, the University will authorize the operation by an approved surgeon after consultation.

In return for the infirmary fee of six dollars a term any student, on his physician's certificate, is admitted to the Infirmary in case of illness and receives without charge a bed in a ward, board, and ordinary nursing for a period not exceeding two weeks in any one academic year. For such ordinary service beyond the period of two weeks, a charge of \$2 a day is made. (The average cost to the Infirmary of each sick student is about \$5 a day.) Extra charges are made for private rooms, special food, and special nurses. If a sick student who has not received two weeks service in the year is unable to gain admittance to the Infirmary, by reason of lack of accommodation, and if he is not cared for elsewhere by the University, he is entitled to a refund of the fee for the current academic year, or of so much of it as he has paid.

LECTURES ON

HYGIENE All first-year students of all the colleges at Ithaca are required to attend lectures on hygiene and preventive medicine given once a week throughout the college year. These requirements must be fulfilled within the two semesters of the freshman year. In case the student fails to take and complete the work in the semesters specified, he will not be permitted to register again in the University without the consent of the University Faculty.

MILITARY

SCIENCE Every male student who is a candidate for a baccalaureate degree and is required to take five, six, seven, eight, or more terms in residence must, in addition to the scholastic requirements for the degree, take one, two, three, or four terms, respectively, of three hours a week, in the Department of Military Science and Tactics. Exceptions to this rule are made in the cases of (a) students in the Law School, (b) students holding a baccalaureate degree of an approved college, (c) students who neither are American citizens nor have taken out their first papers, and (d) students physically unfit. The requirements in Military Science and Tactics must be completed within the four semesters of the Freshman and Sophomore years. They must not be postponed. In case the student fails to take and complete the work in the semesters specified he will not be permitted to register again in the University without the consent of the University Faculty.

Students who are officially relieved of the requirement in Military Science and Tactics are subject to the requirement of an equivalent period of work in the Department of Physical Education. The period may be extended at the discretion of the medical adviser. Freshmen and Sophomores may be required in exceptional cases of physical defect to take, instead of Military Science and Tactics, corrective exercises in the Department of Physical Education as prescribed by the medical adviser. Juniors and Seniors are relieved of all required physical exercises provided their periodical medical examinations show that they have kept themselves in satisfactory physical condition. Otherwise they may be required to take or continue corrective exercises.

REQUIREMENT

FOR WOMEN Every student woman who is a candidate for a baccalaureate degree and is required to take five, six, seven, eight, or more terms in residence must, in addition to the scholastic requirements for the degree, take one, two, three, or four

terms, respectively, of three hours a week, in the Department of Physical Education. The period of the requirement may be extended at the discretion of the medical adviser. The requirements in Physical Education must be completed within the four semesters of the Freshman and Sophomore years. They must not be postponed. In case the student fails to take and complete the work in the semesters specified she will not be permitted to register again in the University without the consent of the University Faculty.

Freshmen and Sophomores may be required in exceptional cases of physical defect to take, instead of the instruction ordinarily given by the Department of Physical Education, corrective exercises in that department as prescribed by the medical adviser. Juniors and Seniors are relieved of all required physical exercises provided their periodical medical examinations show that they have kept themselves in satisfactory physical condition. Otherwise they may be required to take or continue corrective exercises.

The Student's Expenses

TUITION

FEE For instruction during the regular year the University charges a tuition fee at rates which vary according to the college or school in which the student is registered. The several rates are as follows:

Four hundred dollars in the College of Arts and Sciences.

Four hundred dollars in the College of Architecture.

Four hundred dollars in the College of Engineering.

Four hundred dollars in the Course in Hotel Administration.

Two hundred dollars in the Veterinary College.*

Two hundred dollars in the College of Agriculture.*

Two hundred dollars in the College of Home Economics.*

Two hundred dollars in the Graduate School.

Four hundred dollars in the Law School.

Six hundred dollars in the Medical College, inclusive of laboratory fees.

For the Summer Session in all schools and colleges the tuition fee is fifty-five dollars.

For the Winter Courses in Agriculture the tuition fee is twenty-five dollars.

For unit courses of instruction of less than six weeks in Agriculture or Home Economics, including Hotel Administration, tuition is charged at the rate of eleven dollars for each week or part of a week.

HOW PAYABLE

Tuition fees are payable as follows: where \$400 is the annual fee, \$220 for the first term and \$180 for the second; where \$200 is the annual fee, \$110 for the first term and \$90 for the second. In the Graduate School the annual fee of \$200 is payable in two term installments of \$100 each. In the Medical College the tuition fee is payable in full at the beginning of the academic year. In the Summer Session and in the Winter Courses in Agriculture the tuition fee is payable in full upon registration. In all cases the payment due at any time becomes a liability at once when the student registers.

*EXEMPTION FROM

TUITION FEE Students pursuing full, special, or short courses in the New York State Veterinary College, the New York State College of Agriculture, or the New York State College of Home Economics (except the Course in Hotel Administration, except the Summer Session, and except all students registered in the Graduate School) who at the beginning of the college year are and for at least twelve months prior thereto have been *bona fide* residents of the State of New York are exempt from the payment of tuition fees; provided, however, that no student shall be allowed to transfer from any such course to another course wherein a tuition fee is charged without first paying the difference in tuition fees for the hours of credit that will be allowed in the latter course.

Under certain conditions (see the *Announcement of the Graduate School*) free tuition is granted to members of the instructing staff who are registered in the Graduate School.

OTHER

FEES For certain services or privileges which the student enjoys the University charges fees over and above those charged for tuition. Some of them, as should be noted in the following list, are required to be paid by all students:

A Matriculation and Examination Book Fee of \$11 is required of every student upon entrance to the University. This fee must be paid at the time of registration. A new student who has made the required deposit of \$25 with the Treasurer does not make an additional payment of the matriculation fee, because the Treasurer draws on the deposit for this fee.

A Health and Infirmary Fee of \$6 a term is required, at the beginning of each term, of every student. For a statement of the privileges given in return for this fee, see what is said about the University Infirmary on page 26. The Infirmary fee is not required of students registered in the Medical College in New York City. For students in the Winter Courses in Agriculture the Infirmary fee is \$3.

A Willard Straight Hall Membership Fee of \$5 a term is required, at the beginning of each term, of every student. Its payment entitles the student to share in the common privileges afforded by the operation of Willard Straight Hall, subject to regulations approved by the Board of Managers of the Hall. A fee of \$5 a term is required of all graduate students except those who are members of the instructing staff, for whom membership is optional. The use of the Hall is restricted to those who have paid the membership fee.

A Physical Recreation Fee of \$4 is required at the beginning of each term of every undergraduate. Its payment entitles the student, either to the use of the Gymnasium and the University playgrounds and to the use of a locker, with bathing facilities and towels, in the Gymnasium, Barton Hall, or the Schoellkopf Memorial Building, or else to the use of the women's gymnasium, recreation rooms, and playgrounds, and to the use of a locker if that is necessary.

A Graduation Fee is required, at least ten days before the degree is to be conferred, of every candidate for a degree. For a first or baccalaureate degree the fee is \$10; for an advanced degree it is \$20, plus a \$10 thesis fee if the degree is Doctor of Philosophy. The fee will be returned if the degree is not conferred.

Automobile Registration and Parking. See Automobile Regulations, above.

LABORATORY

FEES In courses of study that require work in laboratory, shop, or drafting room, or field work, a fee is charged to cover the cost of material, etc., used by the student. In some cases the amount of the fee depends upon the character of the work, and in other cases the fee is a fixed charge, as follows:

Every student registered in the *College of Engineering* is required to pay a laboratory fee, one-half of the fee at the beginning of each term, at the following annual rates: Freshmen in the College of Engineering, \$25; Sophomores, Juniors, and Seniors in Mechanical Engineering and Electrical Engineering, \$25; students in the last three years of the course in Chemical Engineering, \$25; Sophomores, Juniors, and Seniors in Civil Engineering, \$8. Students not registered in the College of Engineering but taking work in the shops are required to pay a laboratory fee at the rate \$3.50 a record hour. (A student who has taken, while in a non-engineering college of the University, part of the work required for an engineering degree is required, before receiving the technical degree, to pay to the Treasurer such amount as would have been due if he had taken all such work while registered in the College of Engineering.)

Every student registered in the *College of Architecture* is required to pay, at the beginning of each term, a laboratory fee of \$10. Students not registered in the College of Architecture are required to pay \$5 a term, for each course in which they may be registered, in design, drawing, or modeling; except that when the student is registered for more than two such courses the total fee is \$10.

DEPOSITS

In some courses, particularly in Chemical Engineering and the Chemistry courses of the College of Arts and Sciences, the student is required to make in advance at the Treasurer's office a deposit of money to cover the cost of material to be used and supplies to be consumed by him in the course of the term. Accounts are kept and charges are entered against the deposit. At the end of the term any balance remaining of the deposit is returned to the student. Every student registered in General Chemistry is required to deposit \$11 at the beginning of each term. A fee is also charged against the Chemistry deposit proportionate to the number of hours spent in the laboratory work. The advanced student of Chemistry should be prepared, if he takes several courses of instruction at the same time, to deposit as much as \$60 or \$70 for a single term.

R.O.T.C. Uniform Deposit of \$20. Every student enrolled for the

Basic Course of instruction in Military Science and Tactics is required, immediately upon registration at the beginning of his Freshman year, to deposit \$20 at the Treasurer's office for the purchase of his military uniform. An immediate deposit is required because enrollment in the Department of Military Science and Tactics takes place at once. Most of the amount of the student's deposit is returned to him as earned uniform allowance upon his completion of the two-year Basic Course.

ADMINISTRATION

FEES An administration fee of \$5 is required to be paid at the beginning of each term by every student enrolled in the College of Agriculture, the College of Home Economics, the Veterinary College, or the Course in Hotel Administration.

An administration fee of \$12.50 is required to be paid at the beginning of each term by every student enrolled in the Graduate School.

PAYMENT OF

CHARGES The Registrar issues to every student at the beginning of every session a registration form consisting of a strip of perforated coupons. One pair of these coupons serves as bill and receipt for one term. The student enters on the bill, item by item, the amounts due for his tuition, other fees, and deposits. He enters also any laboratory fees according to the corresponding charges indicated on his departmental laboratory card or cards. When he pays his bill at the cashier's window in the Treasurer's office he presents the pair of coupons and the receipt is returned to him. That receipt will serve as his registration certificate and should be preserved with care. The Treasurer does not issue term bills. Since there are penalties incurred by tardy payments of fees (see below), it is important that all charges be paid within the prescribed time.

CHECKS AND

DRAFTS The Treasurer of the University accepts checks in settlement of charges payable at his office, but a rule of the Board of Trustees forbids him to cash any credit instrument, even to the extent of accepting a check or draft in amount greater than the sum due and returning the excess in cash. Students are therefore advised to open an account in an Ithaca bank as soon as they arrive in town, or else to provide themselves with travelers' checks, drafts on New York City banks, money orders, or other form of credit instrument such as a bank will cash in the ordinary course of business.

RULES OF

PAYMENT Tuition and other fees become due when the student registers. The University allows twenty days of grace after the last registration day of each term of the regular session, and five days of grace after the first registration day of the Winter Courses and the Summer Session. The last day of grace is generally printed on the registration coupon which the student is required to present at the Treasurer's office.

Any student, undergraduate or graduate, except as hereinafter provided, who fails to pay his tuition fee, other fees, and other indebtedness, or if entitled to free tuition fails to claim the same at the Treasurer's office and pay his fees within the time prescribed is thereby dropped from the University. The Treasurer may grant an extension of time for the completion of payments when in his judgment the circumstances in a particular case so warrant. A fee of \$2 will be charged for such an extension. A financial reinstatement fee of \$5 will be charged to the account of any student who is permitted to continue or return to classes after being dropped from the University for default in payment. For reasons satisfactory to the Comptroller and the Registrar, which must be presented in writing, the \$5 reinstatement fee may be waived in any individual case.

If a student withdraws from any of the colleges of the University at Ithaca the Treasurer may refund a part of the tuition fee or cancel a part of the obligation that the student has incurred for tuition, provided the reason for the withdrawal be stated in writing and be satisfactory to the Comptroller and the Registrar. In any such case the amount that the student owes the University for tuition is computed in the appropriate one of the following ways: For any of the short summer courses, 25 per cent of the term's tuition for each week or fraction of a week between the first day upon which the student receives instruction and the date of his certificate of withdrawal as issued by his college; for the regular first or second term of the University at Ithaca, or for the Winter Courses in Agriculture, 10 per cent of the term's tuition for each week or fraction of a week between the first day upon which the student receives instruction and the date of his certificate of withdrawal as issued by his college. In the Medical College in New York City there is no provision for refunding or rebating the fees on account of a student's withdrawal.

Students registering at any time during the last ten weeks of either the first or the second term are required to pay tuition at the rate of 10 per cent of the regular tuition of the term for each week or fraction of a week between the day of registration and the last examination day of the term. Students registering at any time during the last five weeks in the Summer Session are required to pay tuition at the rate of 20 per cent of the term's tuition for each week or fraction of a week between the day of registration and the last examination day of the term.

In any college of the University, a student enrolled only for the second term of the academic year is required to pay tuition at the rate of the first term.

Senior students in the State College of Agriculture or the State College of Home Economics (except the Course in Hotel Administration) who wish to take courses of instruction in any of the endowed colleges, in excess of the number of free hours allowed them by the rules of the State college and in excess of the number of hours required for graduation, may be allowed to do so upon payment for the additional hours of instruction at the rate of tuition in the college in which the instruction is to be given.

The amount, time, and manner of payment of any tuition or other fee may be changed by the Board of Trustees and such a change may take effect at any time without previous notice.

GRADUATE

STUDENTS Students of the Graduate School are required to register both in the Office of the

Graduate School and in the Office of the Registrar of the University, and on the regular registration days of each term unless special permission for later registration has been granted by the Dean.

Except as otherwise provided, students of the Graduate School are required to pay a tuition fee of \$200 for the academic year (\$100 each term) and an administration fee of \$12.50 for each term for the academic year.

Graduate students taking work in the Summer Session are required to register both in the Graduate School and in the Summer Session, and to pay the tuition fee of \$55 for each Summer Session.

No student shall receive the master's degree who has not paid tuition equivalent at least to one academic year, during the academic year, or summer courses, or both; and no one shall receive the doctor's degree who has not paid tuition for the equivalent of at least three academic years, unless one or more of the years spent in study for the doctor's degree shall have been spent in approved graduate study at another university—but in any event at least the equivalent of one academic year's tuition must be paid while in graduate study at the University.

Before beginning work for the summer under Personal Direction students are required to register with the Registrar as well as in the Graduate School and to pay an administration fee of \$6.25, a Willard Straight Hall fee of \$3, and tuition in proportion to the amount of residence credit desired.

On registering for the first time in the Graduate School a student who has not previously matriculated in Cornell University is required to pay a matriculation fee of \$10 and an examination book fee of \$1 in addition to any other fees that are due. These fees are not subject to refund.

LIVING

COSTS In a large body of students there is almost as wide a range of expenditure as if they were all living at home, and a single general estimate of the cost of attending college can be true for hardly more than a middling fraction of them. Inquiries about college

expenses are of two kinds. One person wishes to know the minimum cost. Another asks how much to allow for a comfortable scale of living. An estimate intended to inform and warn the one person may misguide the other. For young men at Cornell, who lodge where they will and get their meals according to their means and convenience, there is little approximation to a uniform scale. For young women living in supervised halls, there is at least a uniform charge for room, board, and laundry.

COSTS FOR

MEN The average student's allowance for the necessary expenses of the Freshman year at Ithaca, over and above the amount of the tuition fee, ought to be at least \$800. That is the sum of \$550 for room and board; \$150 for fees (including laboratory fees and deposits), books, instruments, stationery, and other supplies; \$50 for laundry, and \$50 for miscellaneous personal expenses. That is enough in most cases for a decent living but hardly more than enough even for the prudent. The Secretary of the University will send anyone who asks for it a classified statement of costs, high and low as well as average, in the form of a printed folder entitled *A Student's Budget of Expenses*. The folder contains information and advice intended to help in the making out of a monthly budget of the young man's allowance and expenses throughout the Freshman year.

The amount to be allowed any student for personal expenses can be determined only by somebody who knows his means and his habit of living. Parents and guardians are cautioned against providing their sons and wards with an excessive amount of pocket money. It is one thing to furnish a student with money enough to cover his legitimate expenses, which can all be reckoned up and accounted for. It is quite another thing to give him an immoderate allowance for spending without thought. Overindulgence in that respect has been the means of undoing many a young man's university career.

The University has ten residential halls and four houses which altogether provide room for about 700 men. The rents range from \$3 to \$7 a week. One-fourth of all the rooms are available to new students each year and are assigned by lot on July 1 to applicants who have been admitted to the University. Particulars, including floor plans and prices, are given in a pamphlet which can be obtained from the Manager of Residential Halls.

Many private lodging houses near the University offer furnished rooms, with heat and light, at rates ranging from \$3 to \$6 a week for a single room. Before he rents a room in a private house, a student

should make sure, by a personal inspection, that the sanitary arrangements of the house are good, and he should especially insist on a good fire escape. The University publishes a list of lodging houses which have been inspected and found to be satisfactory in the above respects; the list is ready for distribution on August 15. New students, if they have not already engaged rooms, are advised to come to Ithaca for that purpose a few days before the beginning of registration in September.

The University does not conduct dining halls for its student men. There is, however, a large cafeteria in Willard Straight Hall and another at the College of Home Economics. Near the University are many restaurants and cafeterias which cater mainly to students. The boarding house is extinct here, though the fraternity house takes its place in serving the needs of many undergraduates.

COSTS FOR

WOMEN The University provides furnished rooms and board for student women in six large residential halls—Sage College, Prudence Risley Hall, and four units of the Balch Halls—and their accommodations are supplemented by those of several adjacent cottages. In any of these halls the charge for board, laundry, and rent of a furnished room, with heat and light, is \$525 a year. Prospective students are urged to make early arrangements for their accommodations by applying to the Manager of Residential Halls. Rooms are assigned in order of application on August 25.

A young woman's allowance for the necessary expenses of the Freshman year, over and above the amount of the tuition fee and the residential charge, ought to be at least \$150 to cover the cost of fees (including laboratory fees and deposits), books, instruments, stationery, and other supplies.

All student women are subject to the supervision of the Dean of Women. No one of them may live or board outside the University's halls or cottages except with her approval and then only in a house which she has approved and which is subject to her oversight. Young women who are to attend the University should write to the Dean of Women in good season about any arrangements in which they are likely to need guidance or help. She invites prospective students to enter into correspondence with her as early as they will. She will send to anyone who asks for it a copy of a printed circular of information about costs of living.

Means of Financial Aid

AID FOR NEW

STUDENTS Cornell University's provision of financial help for new students is limited to certain scholarships which are awarded on the basis of competition and are restricted to students entering the Freshman class. They consist of twenty-five University Undergraduate Scholarships, 150 State Cornell Scholarships for residents of the State of New York, thirty John McMullen Regional Scholarships in the College of Engineering, nine first-year scholarships in the College of Architecture, and a few others most of which are restricted to residents of certain localities. All these scholarships are listed and the conditions of their award are defined below. Except for them the University makes no provision for excusing a student from the payment of any of the tuition or other fees that are regularly charged in the college or school that he is enrolled in.

UNDERGRADUATE

SCHOLARSHIPS The University Faculty annually awards a limited number of scholarships to members of the incoming Freshman class who attain high standing in a special competitive examination held in Ithaca early in the fourth week of September, beginning on the first day of registration. Some of these scholarships are worth more than others, and they are all awarded according to the relative rank which the successful competitors attain in the examination, the more valuable to the more successful. The awards are ordinarily announced about the middle of October in any year. A competitor may win one scholarship of one of these three groups:

(a) Five George W. Lefevre Scholarships, each having an annual value of \$400 and being tenable each year so long as the holder remains in good standing in the University as undergraduate or graduate student; only those candidates are eligible for Lefevre Scholarships who furnish proof of their financial need.

(b) Two Eudorus C. Kenney Scholarships (if they are to be awarded by the Faculty Committee on Scholarships under the provision outlined on page 39), each continuing for four years and having an annual value of \$250.

(c) Eighteen University Undergraduate Scholarships, each continuing for two years and having an annual value of \$200.

In order to enter the examination a candidate for a scholarship of any of these three groups must show the examiner a permit issued by

the Registrar of the University. The Registrar will grant such a permit on application by mail provided the applicant has been admitted as a Freshman to one of the colleges of the University and is otherwise eligible and provided the application is accompanied by a statement of the name of the school at which the candidate was prepared, the name of the principal of the school, and the name of the course which the student proposes to enter. Address The Registrar, Morrill Hall, Ithaca, N. Y.

The scholarships are awarded on the basis of examinations in three subjects, namely, (1) English, (2) Mathematics, and (3) one foreign language, either Greek, Latin, French, German, Spanish, or Italian.

The examination in English will be designed to test (a) the student's knowledge of some pieces of literature (novels, plays, essays, poems, and biographies) which he has read; (b) his ability to exhibit some degree of judgment of the value to him of this reading; (c) his ability to read with understanding passages of prose or poetry with which he is presumably unfamiliar; and (d) his ability to write throughout the examination with correctness, showing power of expression and skill in developing and organizing material.

The examination in Mathematics covers Elementary Algebra, Intermediate Algebra, and Plane Geometry.

In the foreign language, whichever the candidate elects to be examined in, the examination assumes that the candidate has studied the subject for three years.

The award of scholarships of these three groups is subject to the following rules:

All persons shall be debarred from the competition who have taken part in any previous competition for these scholarships or have been previously registered in this University (including the Summer Session) or in any other university or college.

Before scholarships are awarded every candidate must indicate the college and, if several courses of study with diverse entrance requirements are given in that college, then also the course in which he intends to register. In order to hold a scholarship, if it be awarded to him, he must register in that college or course, and he will forfeit the right to the scholarship if he transfers to any other college or course unless he can show by the University's records that when he was admitted to the University he had satisfied all the entrance requirements for the college or course to which he transfers.

No scholarship will be awarded to any candidate who is reported markedly deficient in any subject in which he is examined, and the right is reserved to award fewer than eighteen University Undergraduate Scholarships in the absence of a sufficient number of duly qualified candidates.

The University Faculty's committee on scholarships may, after an opportunity has been given the student to explain his unsatisfactory record, vacate any scholarship for negligence, for failure to maintain a high standard of scholarship, or for conduct of any kind that is unbecoming in a student holding such a scholarship.

Whenever any of these scholarships shall for any reason become vacant the vacancy shall be filled as the Faculty shall determine.

The moneys due on the Lefevre Scholarships, the Kenney Scholarships, and the University Undergraduate Scholarships are paid at the Treasurer's office in two equal installments in the early part of each term, but no scholar is entitled to receive his semi-annual payment until the Scholarship Committee has examined and approved his record for the preceding term and until the Chairman of the Scholarship Committee has certified that the record is satisfactory.

Possession of a New York State scholarship does not impair the holder's eligibility to any scholarship of these three groups.

The award of the Lefevre Scholarships is governed by a clause of the donor's will which limits eligibility to those students of Cornell University "who shall be in their first year's attendance in the Freshman class in the said University and shall be regularly enrolled as such students therein at the beginning of any college year and who shall be in financial need and shall satisfy said University that their parents cannot contribute the amount required to meet the necessary University charges and necessary living expenses at said University."

STATE CORNELL

SCHOLARSHIPS Under Section 1037 of the New York State Education Law of 1910, as amended in 1932, the Commissioner of Education awards annually, after a competitive examination, to pupils of the common schools and academies of the State, a number of scholarships in Cornell University equal to the number of assembly districts in the State, at present 150. Each scholarship entitles the holder to a reduction of \$200 from the regular rate of tuition annually for four years while receiving instruction in the prescribed subjects in any college of Cornell University.

The holder of one of these scholarships, in order to enjoy its benefits, must have satisfied the regular requirements for admission to one of the colleges of the University and must have registered as a student of that college before the close of the regular registration day for new students in the September next after the examination. After the holder is duly registered as a student of the University, and not until then, he comes into possession of the scholarship. His tenure of it thereafter is subject to the provisions of Section 1037, to the Commissioner's regulations, and to the University's usual examinations and rules.

Any person wishing to compete for one of these scholarships should apply to the principal of his school, or if necessary to the State Commissioner of Education at Albany, for information about eligibility and the time and character of the competition.

A State tuition scholar in good standing may, after obtaining leave of absence from his college, obtain from the President of the University, upon written application to the Secretary of the University, leave to retain his scholarship during absence either for the purpose of earning funds with which to continue his studies or on account of illness. In such circumstances the President of the University may extend the period of the scholarship so as to afford the holder not more than six years from the commencement thereof for the completion of his course at the University. A scholar's absence from the University without leave, or tardiness in registering at the beginning of any term, is a delinquency that may involve the forfeiture of the scholarship. The Secretary of the University is required to inform the Commissioner of Education promptly of the vacancy of any scholarship, and the Commissioner has authority to fill a vacancy by appointing the person next on the list of candidates.

STATE UNIVERSITY

SCHOLARSHIPS Under Chapter 292 of the Laws of 1913, as amended by Chapter 502, Laws of 1920, and Chapter 130, Laws of 1924, the State of New York maintains scholarships five of which are awarded each county annually for each assembly district therein. Each of these scholarships entitles the holder to \$100 for each year in which he is in at-

tendence upon an approved college in this State during a period of four years. These are called the State University Scholarships. At Cornell they are commonly known as the State cash scholarships, to distinguish them from the State tuition scholarships in this University. They are awarded by the State Commissioner of Education at Albany, to whom application should be made for any information about the conditions of award, or for any information about the rules of administration. The University has no part in administering these scholarships except to keep the Commissioner informed of the attendance or absence of those scholars who are enrolled here. If a State University Scholar is absent from the University either with or without leave the Secretary of the University is required to inform the Commissioner of the absence promptly and only the Commissioner has authority to confirm a leave of absence with respect to the tenure of the scholarship. Every State University scholar enrolled for the Freshman year at the University should go to the Secretary's office, Morrill Hall, between October 15 and November 1, and receive his formal certificate of appointment issued by the Commissioner.

DEPARTMENTAL

AND REGIONAL Other scholarships to which new students are eligible, but which are generally limited to those entering specified departments of the University or are restricted by the wishes of their donors to residents of specified localities, are the following:

John McMullen Regional Scholarships. At present thirty of these are awarded annually to students entering the College of Engineering. Each of the thirty has a value of \$400 a year and may be held for four years, provided the scholar's record remains satisfactory. Scholarships are open each year in each of fifteen districts in the United States, exclusive of New York State. A student intending to become a candidate for a scholarship to be awarded in his district should consult his principal early in the spring of his senior year in school. The College of Engineering will on request send to the principal the blank which is to be used in filing formal application for the scholarship.

In the College of Architecture nine first-year scholarships may be awarded to students registered for their first year. They pay one-half of the regular tuition fee and are awarded primarily on account of financial need. The same college has three scholarships of \$300 each which may be awarded annually to graduates of four-year schools, with any baccalaureate degree, who are not eligible for admission to the Graduate School. Applications are received by the dean of the college.

Eudorus C. Kenney Scholarships. Under the will of Eudorus C. Kenney of the class of 1882 his residuary estate was left to Cornell University, the net income to be used for the establishment of scholarships. The amount of the foundation is about \$50,000. Two scholarships of the annual value of \$250 each are awarded each year for a period of four years to applicants entering the University who are *bona fide* residents of the town of Truxton, Cortland County, New York, and are recommended by a committee consisting of the principal of the Truxton Public School, the superintendent of schools for the district including Truxton, and the supervisor for the town of Truxton, the recommendation to be made and certified to the President of the University on or before September 15 of each year. The President awards the scholarships. In case of a vacancy in any scholarship the value of the scholarship may be awarded by the Faculty Committee on Scholarships in such manner as it may deem best.

Albert C. Murphy Scholarship. A scholarship of amount sufficient to defray the cost of tuition and living expenses at Cornell University is offered annually for competition and award to a young man coming from the City of East St. Louis, Illinois, and entering the Freshman class. It is continued year by year until graduation if the holder maintains a satisfactory standing and needs the financial aid. Candidates should apply to the Secretary of the University for instruction before March 1 of the year in which they become ready for admission.

Alexander and Mary E. Saunders Scholarship. A four-year undergraduate scholarship in Cornell University awarded from time to time by the superintendent, principal, and teachers of the Yonkers High School, and paying the income of a fund of \$12,500.

Sylvester Edick Shaw Scholarship. The income of a fund of \$4,000 provides a scholarship for a student pursuing the course in Mechanical or Electrical Engineering, to be designated from time to time by the Cornell alumni resident in Niagara County or by the principal of the Lockport High School.

James H. Manning Scholarship. The income of a fund of \$10,000 provides a scholarship in Cornell University for a student to be nominated once every four years, or more often if there is a

vacancy, from the several high schools of Albany in rotation, and to be chosen by a committee consisting of the president of the board of education, the superintendent of schools, and the principal of the school from which the selection is made.

Alexis Cruttenden Medical Scholarship. The income of a fund of \$5,000, awarded annually by the Faculty's committee on scholarships, preference being given, first to descendants of Alexis Henry Cruttenden, M.D., of Bath; second to graduates of Haverling High School of Bath who are residents of the town of Bath and propose to take up the study of medicine in Cornell University; third to graduates of that school who are residents of the town of Bath.

Edwin G. Vail Fund. A fund of \$10,000 of which the income is expended in the aid of needy students from Dutchess County who succeed in winning State scholarships in Cornell University. Administered by the Committee on Student Aid.

Charles F. Smith Fund. A fund of about \$5,600 of which the income is to be paid to a student or students from the town of Southold, Suffolk County, attending Cornell University. Administered by the Committee on Student Aid.

Thomas Lee Bland Scholarships in Hotel Administration. Income of a fund of \$10,000.

Mary Isabella Sherman Fund. A fund of \$4,000 providing for two scholarships available to graduates of the Ithaca High School to be selected by the superintendent and the faculty of the school.

D. A. R. Indian Scholarship. Established in the College of Home Economics by the New York State Conference, Daughters of the American Revolution, for the benefit of New York Indian students. Applications must be filed at the office of the secretary of the college before March 1.

Annie M. Hatch Indian Scholarship. Supported by an endowment of \$10,000, the income to be used for the payment of term bills and other college expenses of some New York State Indian in attendance at Cornell University. Administered by the Committee on Student Aid.

LaVerne Noyes Scholarships. Cornell University receives a limited annual allowance from the trustees of the estate of LaVerne Noyes, late of Chicago, to be used for the payment of tuition for needy descendants of veterans of the World War, under certain conditions prescribed by the trustees. Application should be made to the Secretary of the University before March 15.

GRADUATE

STUDENTS In the Graduate School there are eighteen scholarships of the annual value of \$200 each and twenty-five fellowships of an annual value of from \$400 to \$1,000 each. Some of the fellows and graduate scholars are exempt from the tuition fee. There are also tuition scholarships and special fellowships. For information the *Announcement of the Graduate School* should be consulted.

Scholarships in the Law School and in the Medical College are described in their respective Announcements.

STUDENT

LOANS Most of the financial aid which the University is able to give undergraduate students is in the form of loans from the income of endowments which a standing Committee on Student Aid administers for the trustees. The benefits of these loan funds are reserved for students who have been in residence and in good standing at Cornell University for at least a year and preference is given to applicants of high scholastic standing who are within a year or two of graduation.

The University has two general funds which are used for loans to students. They are:

(1) *The F. W. Guiteau Student Loan Fund*, established by the will of Frederick William Guiteau and augmented by the will of his sister, Mrs. Nancy Guiteau Howe, both of Irvington-on-Hudson, the income of which is by the terms of the bequest available for loans to young men. Applications for loans from this fund are received by the Secretary of the University.

(2) The *Women Students Loan Fund*, which is composed of a former general loan fund and an increment of \$7,000 given in 1913 by the late President Andrew D. White from funds which the late Trustee Andrew Carnegie had put at his disposal. It is supplemented by the *Hunter Loan Fund for Young Women*, a gift received by the will of the late Professor George W. Jones. The Dean of Women receives applications.

In considering an application the Committee on Student Aid takes account of the applicant's scholastic record, the extent of efforts to earn a part of what is needed, and the progress already made toward graduation. Loans are made primarily to assist students who would otherwise be unable to pay the tuition and other fees. No student should regard the loan fund as a normal or assured resource, and no student should enter upon a year at the University expecting to pay a part of the year's expenses with money yet to be borrowed. The use of the loan fund is a privilege reserved for the industrious student of proved worth and earning power whose means are so nearly exhausted and whose training is so nearly completed as to warrant going into debt in order to complete the training without delay. Money borrowed from any of the funds is to be repaid to the fund with interest at five per cent per annum.

There are other loan funds, some of which are administered in the offices of the several colleges and schools. They include the Theodore Gilbert Hubbard, the Ezra Pierce Reynolds, and the Grove Karl Gilbert funds; the Women's Guild fund for helping needy students in case of illness; the Robert Critchlow Dewar, Martin J. Insull, John N. Ostrom, Lillian S. Mennen, Herman Diederichs, and Wurts Memorial funds for students of Engineering; the American Agriculturist Foundation loan fund for students of Agriculture or Home Economics; the M. Z. Baird fund in the College of Architecture; the Max Schling and New York Florists Club funds for students of floriculture; the Cornell Alumnae fund; the Walter P. Cooke fund in the Law School, and the Graduate loan fund.

GRANTS

IN AID On a limited scale financial aid is afforded students by means of gifts which, though often denominated scholarships, are more properly called grants because their primary purpose is the relief of pecuniary need. These grants are drawn from the income of special funds, the gifts of persons who in many instances have specified to whom in general their benefits are to apply. These funds are listed here, separately from the scholarships already described above, because they are not as a rule available for aid to new students. Many of them are restricted to the students of certain colleges, are administered in those colleges, and are described in the Announcements of the colleges. In other cases funds have been put at the disposal of the Committee on Student Aid or the Dean of Women.

The list includes the John Knickerbacker fund, which supports a limited number of bursaries for young men of the Senior class; the C. Howell North fund; the Laura Osborn Memorial; the Francis Leon Chrisman fund; the George E. Best fund; the Florence Dearstyne fund; the Albert and Olive Jonas fund; the Willard Straight Memorial and S. K. Alfred Sze funds given and used for the benefit of needy Chinese students; the Red Cross Student Relief fund; the Mary Richardson Anthony scholarship for a student from the town of Springport, Cayuga County; the Edward Chandler Delano scholarships for students from Wayne County, and two funds administered by the Faculty's committee, namely, the two Dr. Louis Alexander Dreyfus scholarships, limited to members of the Junior and Senior classes from Richmond County, N. Y., or Sandusky County, Ohio, and the Dwight Memorial scholarship, limited to students from the town of Dryden or from Tompkins County.

In the College of Arts and Sciences are three George C. Boldt scholarships for young men of the Senior class, the Chester Buchanan Memorial scholarship for a young man of the Senior class whose major study is Geology, and the Cornelia L. Hall scholarship for a student from Tioga, Tompkins, or Chemung County.

The College of Engineering has four Redmond Stephen Colnon scholarships, three Otto M. Eidlitz scholarships, one scholarship each from the Joseph N. Evans, Carl Richard Gilbert,

Frank William Padgham, Judson N. Smith, William Delmore Thompson, John Leisenring Wentz, and Fred Lewis Wilson funds, a considerable number of \$200 John McMullen scholarships for members of the Senior or Junior class, and the William C. Seidell fund for the purchase of books for students.

The College of Agriculture awards annually ten Charles H. Roberts scholarships. It administers the Hervey S. Hall scholarship for a student from the town of Spencer, the county of Tioga, or the State of New York. It shares with the College of Home Economics the income of the Robert M. Adams 4-H Memorial fund.

The College of Home Economics awards scholarships from the income of the Carrie Gardner Bridgen, Grace Schermerhorn, Ruby Green Smith, and Martha Van Rensselaer—Home Bureau funds, and others supported by the Home Economics Club and the society of Omicron Nu. The department of Hotel Administration awards scholarships from the income of the Horwath & Horwath fund.

The director of the Graduate School of Education receives applications for the Edward A. Sheldon scholarship for a teacher or a young woman preparing to teach.

PRIZES

Various cash prizes are open to competition by students every year. A new student can learn about such opportunities by consulting the Announcement of the college that he is attending and by obtaining a copy of a pamphlet entitled *Prize Competitions*, which the Secretary of the University publishes.

EMPLOYMENT

IN ITHACA A good many students of Cornell University find means of earning a part of their living expenses by working on or off the campus during the school year. The University does not undertake to provide or to obtain employment for them, but it maintains a bureau, the University Placement Bureau, in Willard Straight Hall, where men can obtain help in finding work. Student women in need of employment should consult the Dean of Women.

The National Youth Administration has been providing the means of employment on the campus for a limited number of students. The Placement Bureau in Willard Straight Hall receives applications for these NYA jobs.

A new student at Cornell University ought to have enough funds available to cover his expenses for the first year, for no student can be assured of employment that will provide him with board or room. In recent years there have not been enough jobs of that kind in Ithaca for all the students that were looking for work, and some Freshmen, out of funds and unable to find any employment, have given up their studies and gone home before the end of the first term. The University does what it can, through its Placement Bureau, to find work for such needy Freshmen, but it cannot provide steady jobs when there are none to be had. To be left without means of support in a university town is just as painful as in any other strange town, and that is why new students are warned against coming to Ithaca without enough funds for the first year.

The Freshman looking for steady employment starts with a dis-

advantage because older students have obtained most of the jobs that provide the means of earning board or room. In Ithaca, as elsewhere, employers prefer to hire persons whom they know, and working students commonly make arrangements in the spring for employment during the next school year.

The University's employment bureau does not control the employment of students by the University or by anybody else. It merely serves as an exchange, like any other bureau of the kind, listing situations that have been reported to it and advising applicants of any opportunities for work that it knows about. It cannot promise any student immediate or permanent employment.

A new student who must earn his board or room ought to be looking for a situation in September before registration begins, for such situations are generally filled by the time the University settles down to work. The director of the Placement Bureau will be glad to advise young men before they begin looking for a job. The applicant ought to bring with him recommendations from any former employers or from other persons who know him.

After the regular employers of student labor have hired what help they need, at the beginning of the school year, there remain only occasional jobs, paying as a rule not more than forty cents an hour. As these jobs are much sought after by students who need to earn a little cash, they are a precarious means of livelihood for any student who must earn much of his subsistence.

Even if he can find opportunities of earning both board and room, a Freshman ought not to undertake so heavy a burden of work. His studies, which must be his major occupation, require from forty-five to forty-eight hours of his time every week, or two hours of study for every hour in the class-room. To earn one's board alone ordinarily requires three hours of work a day for seven days a week in dining-room or kitchen. More labor than that leaves too little time for exercise and recreation, to say nothing of sufficient sleep.

If the parents or other relatives of a student can possibly give him money enough for his expenses, they ought not to expect him to "work his way." It has been found that some parents or guardians believe that it is good for a young man to earn his board or his room at college. That is not true. Self-support is honorable if it is necessary, but it handicaps a student, taking time and energy that he might better be employing otherwise. Moreover, parents who needlessly require their son to earn his board are thereby depriving some needy student of his own means of livelihood at college.

After they learn their way about, resourceful students find a few

special ways of earning a little money. The most successful are those who have some ingenuity of their own and who do not expect the employment bureau to do everything for them. A few upperclassmen of high attainments are regularly employed in several of the University's departments in various capacities. Competent members of the Senior class may even be appointed laboratory assistants, and the pay of an assistant is enough to set him free from less agreeable labor. These special opportunities are comparatively few in number and they generally call for particular aptitude or skill.

PLACEMENT

BUREAU For the benefit of its students and alumni the University maintains a service known as the Placement Bureau, operating throughout the year with an office in Willard Straight Hall. Its objects are to make available any vocational information that can be helpful to students in their choice of an occupation, to assist members of the graduating class in locating suitable employment, and to aid alumni who seek for any reason to obtain new situations. The bureau cooperates with the University's colleges and departments on the one hand and with alumni clubs on the other. Students are invited to visit the bureau during their first year here and learn about its facilities.

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CORNELL UNIVERSITY OFFICIAL PUBLICATION

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Program of the Annual Farm and Home Week.

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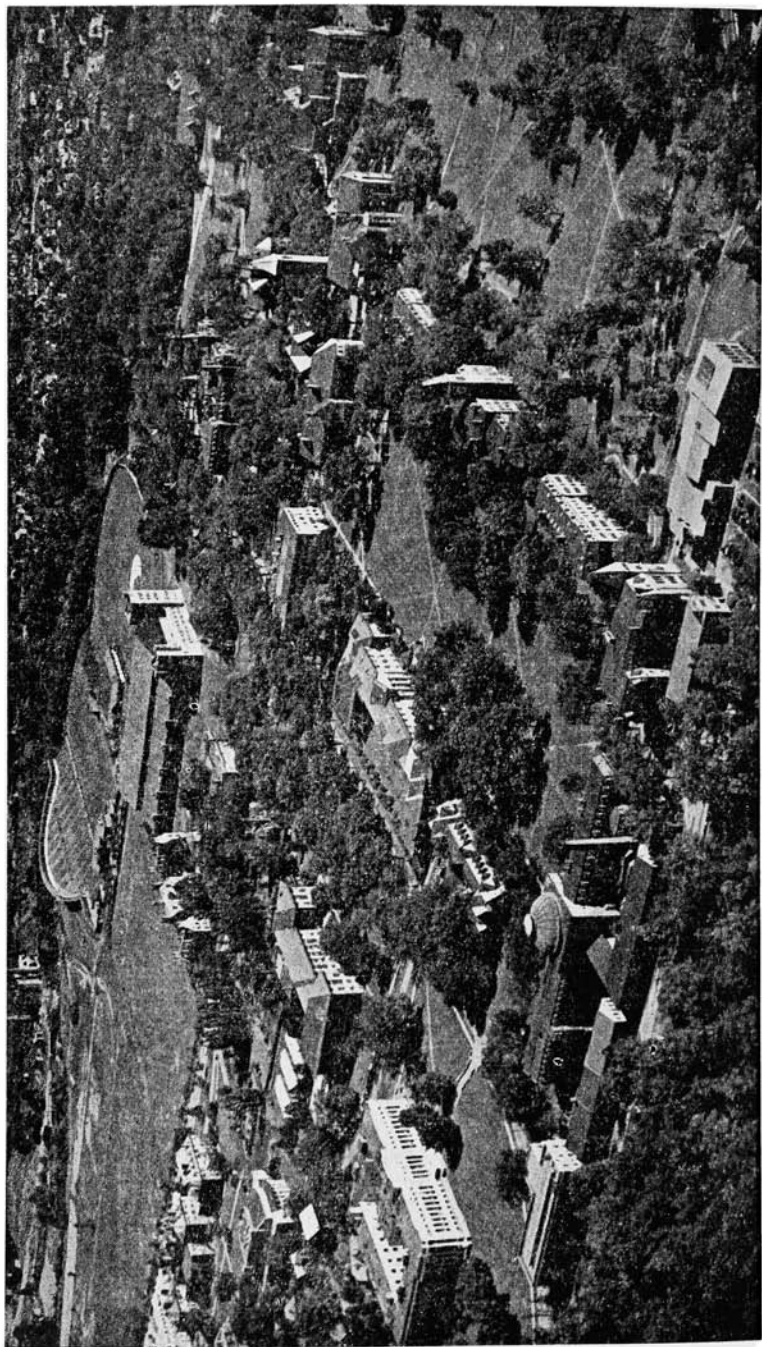
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Special departmental announcements, a list of prizes, etc.

Directory of the University. Price, postpaid, 25 cents.

Correspondence regarding the Cornell University Official Publication should be addressed to

THE SECRETARY, CORNELL UNIVERSITY,
ITHACA, NEW YORK.



THE MAIN QUADRANGLE AND SOME OF THE OTHER PRINCIPAL BUILDINGS OF CORNELL UNIVERSITY

In the foreground and left center are the Engineering group and the laboratories of Chemistry and Physics. In the background are the playgrounds and football and baseball fields. The camera has missed the men's dormitories and other buildings on the right and a large part of the campus on the left.